

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

General Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Treasury

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning January 1, 2009 and ending December 31, 2009, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time on November 21, 2008.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, Stop PPSB, Washington, D.C. 20401-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products (s) ordered under this contract will be located within a 50-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Marty Janney (202) 512-1164 (No collect calls).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

**Special Instructions:** In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, Electronic Media.

P-8. Camera copy, Electronic Media.

P-9. Pantone Matching System color.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires.

If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and

that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to December 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from January 1, 2009 through December 31, 2009 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of various self-and-separate cover publications requiring such operations as electronic prepress, printing, binding, packing, mailing and distribution.

**TITLE:** General Publications.

**FREQUENCY OF ORDERS:** It is anticipated at this time that from approximately 20 to 50 orders will be placed during the term of the contract.

**QUANTITY:** Approximately 200 to 20,000 copies per order, however most orders will be for less than 2,000 copies.

**NUMBER OF PAGES:** Approximately 2 to 640 pages per order, however most orders will be for less than 40 pages.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A: Will include any trim size up to and including 7 x 9" (including album style).

Format B: Will include any trim size over 7 x 9" up to and including 8-1/2 x 11" (including album style).

Cover Letter: 8-1/2 x 11".

**GOVERNMENT TO FURNISH:** Camera copy consisting of line art, previously printed line material, color separated overlays, transparencies, and continuous tone and full color photoprints to be reproduced at various focuses. Contractor may be required to size copy.

Electronic Media as follows:

Platform: MacIntosh with 7.5 operating System or higher; or IBM - compatible PC platform, with Windows 3.1 or higher.

Storage Media: DVD and/or CD-ROM

Software: Adobe Illustrator 6.0 or higher; Adobe-In Design; Adobe Photoshop 3.0 or higher; and/or Adobe PDF.

Note: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

All artwork furnished in non-native formats will have the original supplied on file (e.g., items scanned in a Photoshop format and saved as a TIFF file for placement, will also be included on the DVD or CD-ROM in its original format).

Text and illustrations will be furnished in page format with files formatted using one or more of the referenced software.

Fonts: All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: One set of laser visuals. Pantone Matching System will be used for color identification. Files will generally provide for bleeds.

GPO Form 952 (Desktop Publishing - Disk Information).

On approximately 2 to 10 orders placed during the term of this contract, the Government will furnish pre-printed items to be combined and packaged with products produced under this contract. It is anticipated that the items furnished will be:

Single and multiple leaf products, kit folders, bounce back cards, etc.

Distribution Lists: 700mb CD-Rom containing mailing list files, produced in Microsoft Excel spreadsheet and/or Avery label formats, for ZIP-coded sorted addresses. Contractor must create and affix labels to self-mailers.

Preaddressed, gummed, ungummed and pressure-sensitive labels, 1, 3, and 4 across on marginally punched continuous sheets. Labels are ZIP code sorted.

Camera copy for Postage and Fees Paid permit.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the camera copy, negatives or on the electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**NOTE:** Upon completion of each order, the contractor must furnish final production native application files AND a PDF file (digital deliverables with links as requested) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The PDF file shall be optimized for use on the Internet, and should be identical to the printed product.

**PROOFS:** When specified on the print order contractor is to supply:

Two (2) sets of Digital color content proofs for entire publication. At contractor's option, a film-based

composite blueline may be submitted, provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Two (2) sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi is required for entire publication. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Pantone inks maybe substituted with a similar color but may not be built. Proofs must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No.12" dated February 2008.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

**TEXT/COVER LETTER:**

White Opacified Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Vellum-Finish Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A90.

White No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

White No. 2 Coated Text, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262.

**COVER:**

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26" equal to JCP Code L60.

White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 or 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

White No. 1 Coated Cover, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L61.

**PRINTING:** The major portion of the work ordered under this contract will print in black ink. However, orders may be placed requiring printing in a color or colors other than black, or in addition to black, on text and/or covers.

Text pages and cover print one side only, head-to-head, head-to-foot, or head-to-side, as specified on the print order, in black and up to three additional Pantone ink colors, or in four Pantone ink colors. Process printing will not be required. Match Pantone number as indicated on the print order.

Cover letter may print face only or face and back in black ink.

Coat after printing the entire surface of covers 1 and 4 with a clear, non-yellowing aqueous coating.

While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, jobs will also contain halftones/duotones, solids, reverses, full page flat and halftone panels and reverse printing. Trapping of halftones, flat tones and ink colors may be required. Some text pages may print to and must align across the bind.

Envelopes print in black ink.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT). These areas must be repeated across the entire press sheet.

**MARGINS:** Margins will be as indicated on the print order, electronic file or furnished copy. Text and cover pages may bleed on one or more sides. When spine copy is furnished, contractor will determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

**BINDING:** Various binding styles will be ordered in each of the formats in accordance with these specifications. Bind as indicated on the print order. Each print order will contain complete binding instructions.

An occasional order will require hinge scoring (equivalent to heat scoring) on or off fold on saddle stitch or perfect bound products.

**Saddle Stitch Products:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.



An occasional order (at the option of the Department) may require paste on fold and trim three sides in lieu of saddle stitching.

Perfect-bound Products: Perfect-bind text and wraparound cover; trim three sides. Covers will require spine and hinge scoring. Covers trim flush.

Looseleaf Products: Trim four sides; or side wire stitch in one to two places (as ordered) and trim three or four sides. One or two piece paper covers may be required, either glued on or stitched with text.

Additional Folding: Occasionally, pamphlets of 16 pages or less will require one or two additional folds down to one-half or one third of the original trim size.

Perforate-on-fold without stitches or side-stitch with one or two wire stitches (as ordered), and trim three sides.

An occasional order may require individual leaves to be perforated (slit or slot) off the fold.

Drilling: Print orders may require drilling of 2 or 3 round holes, 1/4 to 1/2" in diameter. The majority of orders will be for 3-hole drilling. Dimensions for drilling will be indicated on the print order.

PACKING: When pre-printed items are furnished, the contractor will be required to combine and package these items in the order indicated, with products produced under this contract. Shrink film wrap combined sets or individual items when indicated, in quantities specified or in suitable quantities.

Cover letter (separate sheet) may be inserted loose in the top of each carton to be bulk shipped or mailed, or individually in envelopes of single or multiple copies.

Bulk Shipments: Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width. Pallets are required.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Pallets must meet pallet specifications. See attachment titled "Pallet Specifications for Printed Materials".

Mailed Shipments:

Single copies when indicated on the print order must be mailed as self-mailers or inserted into envelopes.

The unbound edge opposite the bind edge of all publications mailing as self-mailers must be held together by at least two tabs or wafer seals. One tab or wafer seal must be placed within one inch of the top edge of the mailpiece and the other within one inch of the bottom edge of the mailpiece.

Insert single copies and/or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING: Bulk Shipments:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**Mailed Shipment:** Affix a Government furnished address label to the back of each copy mailed singly as a self-mailer.

Contractor will be required to create: a mailing label containing return address and "Postage and Fee's Paid" permit; and affix the mailing label and an address label (created from Government furnished Microsoft Excel file) to the back of each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Books Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the largest consignment unless otherwise specified on the Print Order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government – furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination within the commercial zone of Washington, DC and to:

Comptroller of the Currency  
c/o RAI, Inc. (ATTN: Opal Smith)  
8221 Preston Court  
Jessup, MD 20794  
(Call in advance of delivery: (301-776-5000))

Comptroller of the Currency  
250 E Street, SW  
Washington, DC 20219

NOTE: The above listed destination will require Type III, Size 2 Pallets. (See attached pallet specifications).

Ship/mail f.o.b. contractor's city to all other addresses.

Complete addresses and quantities will be furnished with the print orders.

Contractor may be required to ship an order by small parcel carrier.

All mailings will be made at the First Class rate and Special Standard rate.

The contractor is cautioned that "Postage and Fees Paid" permit may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement (supplied by USPS).

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

A copy of each voucher is to be submitted to the Department at the same time it is submitted to the GPO for payment. Departmental copy is to be submitted to: OCC, 250 E Street, SW, Washington, DC 20219. Mark to the attention of Rick Progar.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material, print order and proofs must be picked up from and delivered to: Department of the Treasury, Treasury Annex, Room B-39, Pennsylvania Ave. and Madison Place, NW, Washington DC 20220. Mark to the attention of Branch Chief.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Pickup must be made between 8:00 a.m. and 4:00 p.m. eastern standard time, Monday through Friday.

Contractor to submit all proofs as required within 2 - 3 workdays to: Department of the Treasury, Treasury Annex, Room B-39, Pennsylvania Ave. and Madison Place, NW, Washington DC 20220. Mark to the attention of Branch Chief.

Note: Furnished electronic media must be returned with proofs.

Proofs will be withheld two (2) workdays from receipt by the Government until proofs are made available for pickup. Note: The first workday after receipt of proofs by the Government is day one of the hold time.

Contractor to complete production, delivery and mailing, and submission of digital deliverables (native application file and PDF file), by the date indicated on the print order. The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified and products shipping or mailing must be picked up by the carrier or delivered to the post office.

Schedule requirements on this contract will range from 2 to 10 workdays, as indicated on print order. The schedule begins the day after receipt of an "O.K. to Print" if proofs are required, or the workday after notification of the availability of print order and furnished material if proofs are not required:

- 2 to 3 workdays - 10% of orders.
- 4 to 6 workdays - 30% of orders.
- 7 to 8 workdays - 30% of orders.
- 9 or more workdays - 30% of orders.

For orders requiring delivery within 2 to 3 workdays the contractor will receive a "Premium Payment" as offered in the "Schedule of Prices".

Within one week of completion of each order, all furnished materials and films made by the contractor must be returned to: Department of the Treasury, Treasury Annex, Room B-39, Pennsylvania Ave. and Madison Place, NW, Washington DC 20220. Mark to the attention of Branch Chief.

Contractor must provide a copy of GPO Form 712 (Mailing Statement), Form 3602-G (Statement of Mailing with Penalty Permit Imprints), and a copy of final invoice to OCC.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Printing Office at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 p.m., prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

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### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring a production schedule of 2 to 3 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "Paper" in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item VI.), to 10% of the prices offered for items except Item III. "PAPER".

Bidders shall state the location of the plant from which this product(s) will be shipped.

Travel expenses and per diem to be incurred by the Government for Press Sheet Inspections will be a factor in determining award. This will be based on the following:

- Sending two (2) Government representatives from the Washington, DC area for the Press Sheet Inspections on approximately ten (10) print orders per contract year, and for a duration of two (2) workdays per order.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)		
(a)	1	717		
(b)	53	611		
(c)	20	692		
(d)	18	16		
II.	(1)	(2)	(3)	(4)
(a)	28	852	69	586
(b)	2	376	2	2834
(c)	2	4	3	8
(d)	21	173	48	357
(e)(1)	3	8	11	35
(2)	2	1	6	1
(f)	1	3	1	30
(g)	1	1	3	1
III.	(1)	(2)		
(a)	1	40		
(b)	34	1859		
(c)	1	3		
(d)	1	1		
(e)	1	2		
III. (f)	10	19		
(g)	1	5		
(h)	1	40		
(i)	3	1		
(j)	1	2		
IV.				
(a)	13			
(b)	1			
(c)	1,645			
(d)	1			
(e)	1			
(f)	1			
V.				
1. (a)	495			
2. (a)	10			
(b)	10			
(c)	1			
(d)	89			





#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of: Washington, DC; Annapolis Junction, MD; Jessup, MD; and Landover, MD; and f.o.b. contractor's city for all mailings.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

- I. PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

	<u>Per Film</u>	<u>Format A</u>	<u>Format B</u>
	(1)	(2)	
(a) Trim/Page-size unit produced from camera copy .....	\$_____	\$_____	
(b) Trim/Page-size unit produced from electronic file.....	\$_____	\$_____	
(c) Digital color content .....		\$_____	
\$_____			
(d) Digital one-piece laminated proofs .....	\$_____	\$_____	

\_\_\_\_\_  
(Initials)

II. PRINTING AND BINDING: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the costs of all required materials (except paper) and operations, as applicable to the binding style(s) ordered, in its respective "Format", as defined in Section 2.- Specifications.

Cost of all required paper must be charged under item III.

Additional Color: Prices offered for item (d) and item (e)(2) shall include only those costs necessary for printing a single text page or cover side in a color in addition to the first single ink color press run charged for under items (a) through (c) and (e)(1).

	<u>Makeready and/or Setup Charges</u>		<u>Running Charges Per 1,000 Copies</u>	
	<u>Formats</u>			
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
(a) Saddle stitched products: Printing in a single ink color, including binding..... per page.....	\$_____	\$_____	\$_____	\$_____
(b) Perfect bound products: Printing in a single ink color, including binding ..... per page.....	\$_____	\$_____	\$_____	\$_____
(c) Loose-leaf products: Printing in a single ink color, including binding..... per page.....	\$_____	\$_____	\$_____	\$_____
(d) Additional Color(s): Printing text pages in a color in addition to the first single ink color press run charged for under items (a) thru (c) ..... per page.....	\$_____	\$_____	\$_____	\$_____
(e) Covers:				
(1) Printing Cover pages 1 and 4 or 2 and 3 in a single ink color, including binding ..... per complete cover.....	\$_____	\$_____	\$_____	\$_____
(2) Printing Cover pages 1 and 4 or 2 and 3 in a color in addition to the first single ink color press run charged..... per complete cover.....	\$_____	\$_____	\$_____	\$_____

\_\_\_\_\_  
(Initials)

II. PRINTING AND BINDING (cont.):

Makeready and/or

Running Charges

	<u>Setup Charges</u>		<u>Per 1,000 Copies</u>	
	<u>Formats</u>		<u>Formats</u>	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
(f) Cover Letter:				
Printing face only or face and				
back in black ink.....per sheet.....	\$ _____	\$ _____	\$ _____	\$ _____
(g) Aqueous Coat covers 1 and 4.....	\$ _____	\$ _____	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following--

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 1,000 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) White Opacified Offset Book (60-lbs.) .....	\$ _____	\$ _____
(b) White Offset Book (50-lbs.).....	\$ _____	\$ _____
(c) White Vellum-Finish Book (50 lbs.).....	\$ _____	\$ _____
(d) White No. 2 Coated Text, Gloss Finish (100 lbs.) .....	\$ _____	\$ _____
(e) White No. 2 Coated Text, Dull Finish (100 lbs.) .....	\$ _____	\$ _____
(f) White Litho (Gloss) Coated Cover (80 lbs.) .....	\$ _____	\$ _____
(g) White Dull Coated Cover (80 lbs.).....	\$ _____	\$ _____
(h) White No. 1 Coated Cover, Gloss Finish (80 lbs.).....	\$ _____	\$ _____
(i) White No. 1 Coated Cover, Gloss Finish (100 lbs.) .....	\$ _____	\$ _____
(j) White No. 1 Coated Cover, Dull Finish (80 lbs.) .....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

IV. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

(a) Shrink-film packaging ..... per 1,000 packages ..... \$ \_\_\_\_\_

(b) Perforating (slit or slot) off the fold ..... per 1,000 leaves..... \$ \_\_\_\_\_

(c) Drilling ..... per 1,000 leaves..... \$ \_\_\_\_\_

(d) Additional Folding (products 16 pages or less)..... per 1,000 copies..... \$ \_\_\_\_\_

A separate collating/combining charge will be allowed under items (e) and (f) when contractor is required to combine products produced on this program into sets, or when pre-printed items are furnished and the contractor is required to combine these items and products produced on this program into sets.

(e) Collating/combining into sets and packing, 1 to 3 individual  
Government furnished items with product produced  
on the Program ..... per 1,000 sets..... \$ \_\_\_\_\_

(f) Collating/combining into sets and packing, 4 to 6 individual  
Government furnished items with product produced  
on the Program ..... per 1,000 sets..... \$ \_\_\_\_\_

V. PACKING, SEALING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of printing envelopes, generating and affixing mailing labels, all necessary wrapping and packing materials, and labeling or marking, mail sorting and delivery to the Post Office, in accordance with these specifications.

1. Bulk Shipments (other than by mail):

(a) Packing and sealing shipping containers (up to  
approximately 45 lbs. capacity) ..... each container..... \$ \_\_\_\_\_

2. Mailing:

(a) Affixing furnished labels and tab  
sealing single copies (self-mailer)..... per 1,000 labels ..... \$ \_\_\_\_\_

(b) Single or Multiple copies in kraft envelope  
(up to 200 leaves) ..... per 1,000 envelope ..... \$ \_\_\_\_\_

(c) Single or multiple copies over 200 leaves,  
up to (12 lbs.), in cushioned shipping bags,  
or wrapped in shipping bundles (maximum  
gross weight 14 lbs.)..... per bag or bundle..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

V. PACKING, SEALING AND DISTRIBUTION (cont.):

(d) Quantities over 12 lbs., up to  
36 lbs., packed in shipping containers  
(maximum gross weight 40 lbs.).  
..... per container..... \$ \_\_\_\_\_

VI. PREMIUM PAYMENTS: Premium Payments, when authorized, will apply to all items except item III. "PAPER".

(a) Percentage increase ..... %

(Initials) \_\_\_\_\_

LOCATION OF POST OFFICE: All mailing will be made from the Post Office located at:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

My production facilities are located within the assumed area of production ..... yes \_\_\_\_\_ no \_\_\_\_\_

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material \_\_\_\_\_

a. Number of hours from acceptance of Print Order  
to pickup of Government Furnished Material..... \_\_\_\_\_

b. Number of hours from pickup of Government-  
Furnished Material to delivery at contractor's plant ..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product . \_\_\_\_\_

a. Number of hours from notification to carrier  
to pickup of completed product ..... \_\_\_\_\_

b. Number of hours from pickup of completed  
product to delivery at destination..... \_\_\_\_\_

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder\_\_\_\_\_

\_\_\_\_\_  
(City - State)

By\_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

### PALLETIZING SPECIFICATIONS FOR PRINTED MATERIALS

Suppliers will be required to furnish pallets for bulk shipments in excess of half pallet load. Pallets must conform to Federal Specifications (NN-P-71-c), dated 9/10/73 and any amendments thereto as follows:

Type III (four-way partial), flush assembled, nonreversible. Full entry must be on the short dimension. (see diagram).

Size 2 (48"x40"), and made of Group II medium density wood or Group III high density wood.

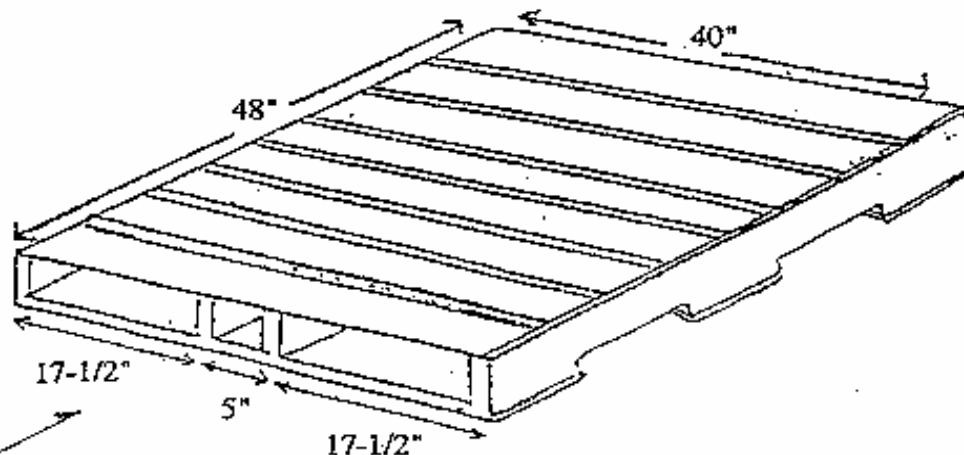
Shipping cartons will be packed flush to the corners of the pallet with no overhang permitted at any edge; all voids must be to the interior of the pallet.

Supplier shall have the option of securing the material on the pallet by one of the following methods:

- A. Stretch-wrap plastic
- B. Shrink-wrap plastic

Pallets shall be packed so as to ensure acceptance and safe delivery by common carriers.

NOTE: Height of material and pallets should not exceed 48".  
Total weight per pallet not to exceed 3,000 pounds.



IMPORTANT: FULL ENTRY MUST BE FROM THIS SIDE.